

10 January 1962

MEMORANDUM FOR: Working Group on Field-Headquarters Facilities

SUBJECT: Report on the Analysis of Cable Content by Volume

Background

1. A previous study of cable content by volume by Cable Secretariat of some 3,500 incoming and outgoing cables in March 1960 showed that cables, and cable wordage, broke down as follows:

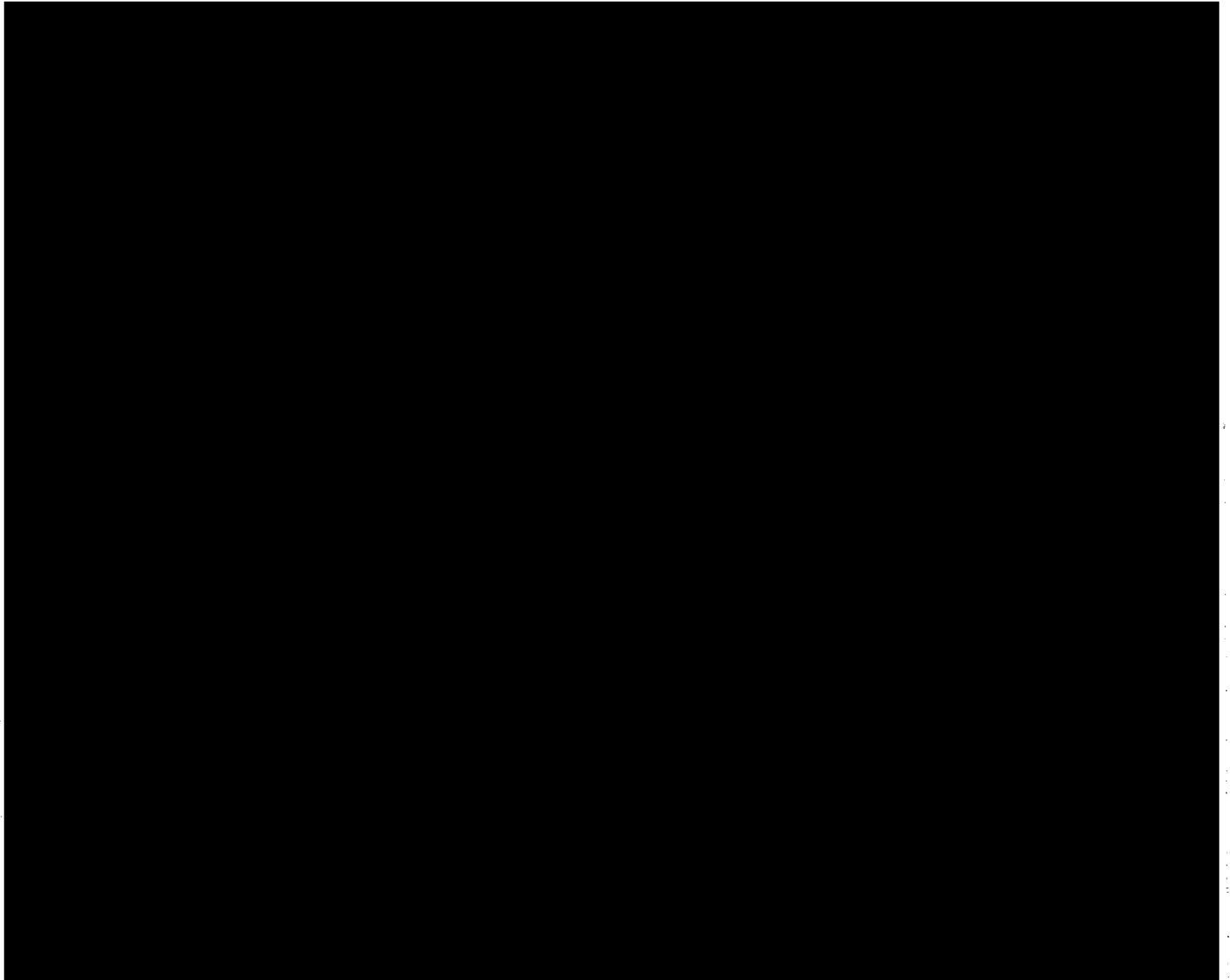
<u>Category</u>	<u>% of Cables</u>	<u>% of Words</u>
Operational - traces and POA traffic	10.9	5.6
Operational - other	59.3	56.5
Positive Intel	9.4	29.1
Admin	20.4	8.8

2. In light of the Working Group's interest in obtaining more facts on the content of our communications and the factors affecting distribution at headquarters, further study was desired. The analysis to be made would hopefully serve two purposes: (a) to break down the content of CIA field originated cables in more detail to see just what comprises the Cable Secretariat's "Operational - other" category, and (b) to see if certain categories could be identified which, by their nature and relative volume, should be distributed routinely by Cable Secretariat to only one headquarters component. (Note: The average distribution per cable is 22 copies.)

Findings

3. A "traffic analysis" group, comprised of one person from each of the six area divisions, studied a total of 5,850 Incoming cables from their field stations. The group, using October cable chronos, broke down the traffic according to the categories in Table I. Volume was measured in two ways: cable count, and page count to the half page. The latter (5,616 full pages) more accurately reflects the number of words actually typed, transmitted and read at headquarters. Cables were counted in each division until the traffic pattern (percentages in each category) became firm.

25X1C



Comment

9. The survey has not, unfortunately, developed new facts or clues which indicate quick and easy solutions to the problems of excessive cable writing (if, indeed, such is the case) or to excessive and indiscriminate distribution of cables at headquarters (a demonstrable fact). The division personnel who did the traffic analysis came up with a number of pertinent observations and suggestions during the course of the survey. Some of those dealing most directly with headquarters distribution are listed below; others should arise during discussion at the next meeting.

## 25X1A

a. A corollary study by [REDACTED] shows that roughly one-third of the wordage received is in "INFO" cables. See Table III. This is largely routine lateral field traffic on which headquarters can take little or no action. This suggests limiting distribution of all "INFO" cables to the action area desk only, making the desk responsible for advising other components when meaningful information is received. A limitation of this sort would significantly reduce the paper shuffling at headquarters, and appears to be worth serious study.

25X1A

b. The distribution and reference problems created by overuse and misuse of [REDACTED] indicators in cable traffic, and the somewhat different and perhaps more serious effect on the Central Retrieval System of this kind of "hypersensitivity" applied to dispatch traffic was of marked concern to the division representatives. A satisfactory solution remains to be found.

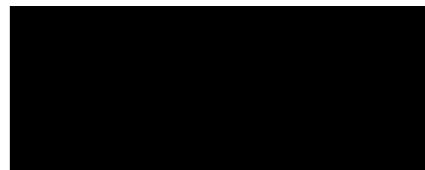
c. Improvement in the use of cryptonyms and routing indicators in cable headings is required to cut down on automatic distribution by Cable Secretariat. On the other hand, cables with no indicators are often distributed too widely because Cable Secretariat must react automatically to other key words in the address and text in the absence of a specific clue.

d. Limit name trace and POA traffic to an area action desk per para. 5 above. Perhaps assigning the indicator [REDACTED] on such traffic would assist. 25X1A

e. Permit originators to limit distribution a priori on technical, non-policy, non-operational cables through use of a slug such as [REDACTED] (which now indicates TSD), followed by the appropriate action component indicator, e.g. [REDACTED] etc. 25X1A

25X1A

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**25X1A**

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TABLE II

Breakdown of Category C-2 (DPD Cables) 25X1A

	<u>REGULAR</u>							
	<u>Action</u>		<u>Info</u>		<u>Action</u>		<u>Info</u>	
	Messages- Pages		Messages- Pages		Messages- Pages		Messages- Pages	
POLICY	8	13	4	9	9	18	2	1-1/2
OPS	28	28-1/2	161	121-1/2	10	10	9	9
SUPPORT	<u>28</u>	<u>24-1/2</u>	<u>70</u>	<u>59-1/2</u>	<u>8</u>	<u>9</u>	<u>6</u>	<u>5-1/2</u>
TOTALS	64	66	235	190	27	37	17	16

POLICY - Overall Plans, Approvals, Thinkpieces

OPS - All Routine Flights and Operations (Comparable to other "C" Category Items applied to DPD type Operations)

SUPPORT - Logistics, Security, Personnel (Similar to "B" Category Items for Other Operations)

SECRET

TABLE III

25X1A

<u>Category</u>	<u>REGULAR</u>		<u>Info</u>		<u>Action</u>		<u>Info</u>	
	<u>Action</u>		<u>Info</u>		<u>Action</u>		<u>Info</u>	
	Messages	Pages	Messages	Pages	Messages	Pages	Messages	Pages
A	98	210-1/2	7	6	3	6	XX	XX
B	90	60	107	62-1/2	31	32	8	5
C-1	17	11-1/2	34	21-1/2	4	4	4	3
C-3	9	11	1	1/2	XX	XX	XX	XX
C-4	4	3	4	2-1/2	XX	XX	1	1/2
C-5	3	1-1/2	6	3	1	1/2	XX	XX
C-6	1	1/2	4	3	XX	XX	1	1
C-7	102	113-1/2	78	67	72	82	15	15
C-8	55	61-1/2	23	17	1	1	1	1/2
E-1	12	6	3	2	XX	XX	XX	XX
E-2	1	1/2	1	1/2	XX	XX	XX	XX
E-3	3	2	3	3	24	57	XX	XX
F	23	24	19	13	8	9	3	1-1/2

TOTAL ACTION PAGES: 697

TOTAL INFO PAGES: 228